



CITY OF  
ABILENE

## **PRELIMINARY PLAT APPLICATION**

### **APPLICATION FOR REVIEW**

#### **FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Comments Due: \_\_\_\_\_

SUBDIVISION TITLE/LOCATION: \_\_\_\_\_

OWNER NAME/ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

AGENT NAME/ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

LICENSED SURVEYOR OR ENGINEER NAME/ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

The undersigned hereby requests consideration by the City of Abilene of the above identified Preliminary Plat. Certification is hereby made that the time(s) and date(s) of subject hearings have been made known to me.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

***Preliminary Plats must be revised to reflect all required corrections and resubmitted to Planning and Development Services for permanent record within 30 days of the date of the Planning & Zoning Commission meeting at which the Preliminary Plat was approved.***

### **REQUIRED ATTACHMENTS**

These documents must be submitted with the application or it will be deemed incomplete and returned within 10 days of initial receipt by the Planning Department.

☐ **Application fee (\$500+<sup>2</sup>)**

(Payable to: City of Abilene)

☐ **Electronic copy of plan in  
AutoCAD format**

(Email to [planning@abilenetx.com](mailto:planning@abilenetx.com))

☐ **4 paper copies of plan (includes  
Utility Plan)**

(no larger than 24" x 36)

## **Preliminary Plat Procedure**

1. The applicant must submit all required application documents at least 28 days prior to the date of the meeting of the Planning and Zoning Commission at which the plat will be considered.
2. Documents will be reviewed by representatives of the applicable government entities and utility providers for compliance with all relevant regulations.
3. A list of required corrections will be returned to the surveyor after the review is complete (typically 10-12 days after the application deadline).
4. For approval by the Planning and Zoning Commission, the applicant and surveyor must provide the following documents no later than 5:00 p.m. on the Thursday prior to the Planning and Zoning Commission meeting:
  - a. 2 paper copies of the plat showing all required corrections.
  - b. An electronic copy of the corrected plat in AutoCAD format that is tied to Grid NAD 83, TXNC Zone 4202 or city monumentation.
  - c. Documentation that the Drainage Plan has already been approved by the City Engineer or his designee. Public Works will provide a letter directly to Planning after their review is complete.

**Please visit our website for the full text of the City of Abilene Subdivision Regulations:**

<http://www.abilenetx.com/PlanningServices/ord.htm>

**Please contact Public Works for additional information regarding Drainage and Construction Plans. (325) 676-6281**

**All other questions may be directed to Planning and Development Services.**

**(325) 676-6237 or [planning@abilenetx.com](mailto:planning@abilenetx.com)**

**555 Walnut Street, Room 100**

**Abilene, TX 79601**

Revised 6/01/2010

## **Preliminary Plat Checklist**

- (A) Date of preparation, scale of plat (written & graphic), and north arrow.
- (B) Names, addresses, and phone numbers of the subdivider, engineer, and/or surveyor. If there are separate lots with separate ownership, be sure it is noted which ones belong to which owner.
- (C) Proposed name of the subdivision (should follow City of Abilene naming policy for labeling lots, blocks, replats, etc.).
- (D) Description by metes and bounds of the subdivision.
- (E) Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers, and similar data shall be referred.
- (F) Subdivision boundary lines, indicated by heavy line.
- (G) Computed acreage of the entire subdivision, including public dedications.
- (H) Identifying numbers for each lot or site. Identifying letters for each block.
- (I) The exact location, dimensions, name, and description of all existing and proposed lots, parks, public areas, and other sites within or contiguous with the subdivision.
- (J) Names of adjacent subdivisions.
- (K) Adjacent unplatted or unsubdivided lands, so designated by owner.
- (L) Location of City limits line or the outer border of the City's extraterritorial jurisdiction, if they traverse the subdivision or form part of its boundary.
- (M) The exact location, dimensions, name, and description of all existing and proposed streets, alleys, reservations, easements, or other public rights-of-way within, intersecting, or contiguous with subdivision boundaries. Existing streets within a distance of at least four hundred (400) feet beyond the subdivision boundary must be depicted. If no intersection street is located within 400 feet, the distance to the nearest intersecting street, as listed in the "Abilene Street Directory" or shown on the County 911 map, shall be shown on the plat.
- (N) Regulatory floodplain elevations as well as boundaries of the 100-year floodplain and floodway areas.
- (O) The exact location, dimensions, description, and flow line of all existing water courses, as well as all existing and proposed drainage structures, within or adjacent to the subdivision.
- (P) Building setback lines from all lot boundaries adjacent to street rights-of-way, as set forth below:
  - a. Front building setback lines on all lots.
  - b. Side yard setback lines for corner lots at street intersections.
  - c. Rear yard setback lines for lots with rear yard adjacent to street.
- (Q) Designation of all land to be reserved or dedicated for open space, floodway, or recreation use.
- (R) Data on all lots in the subdivision, certifying compliance with minimum width required by Section 3.2.15, as applicable, where said measurement is not readily discernible from platted dimensions of front lot line.
- (S) Accompanying data illustrating the location of existing exterior building wall(s) situated within fifteen (15) feet of any proposed lot boundary, including such building walls that may fall outside the boundaries of the subdivision.
- (T) Data illustrating schematic routing of water and sewer systems, if any. Two (2) copies of schematic plans indicating pipe sizes and hydrant locations.
- (U) Data on proposed layout of non-municipal utilities. Five (5) copies of schematic plans indicating placement of pipeline, cable, and associated utility apparatus, including but not limited to the following:
  - a. Electric transformers.
  - b. Secondary electric pedestals.

- c. Telephone pedestals.
- d. Television pedestals.
- e. Utility poles.

(V) No plans for flood control or stormwater-related improvements must be submitted at the time of subdivision application, although drainage plans shall be approved in accordance with standards and procedures set forth within Section 3.2.11 of this chapter, prior to preliminary plat approval. Drainage plans required by Section 3.2.11 shall be submitted to the Director of Public Works or his duly authorized representative.